How to Create a Credit Hours Course Listing
### (Requires access* to the Instructor group)

This HelpDoc assists course creators with creating a Credit Hours (formerly Non-Credit) course in the Learnsoft system. Below are the recommended selections/options (applicable in most situations) for setting up a Credit Hours course quickly.

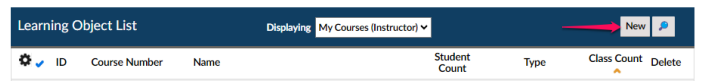A detailed article on how to create a course listing and explanation of fields can be found HERE.

Additional articles and resources can be found at the Learnsoft Knowledge Base.

Creating a Course Listing

- Log in to Learnsoft and from the **User Dashboard**, select "**Instructor**" from the **Group** dropdown
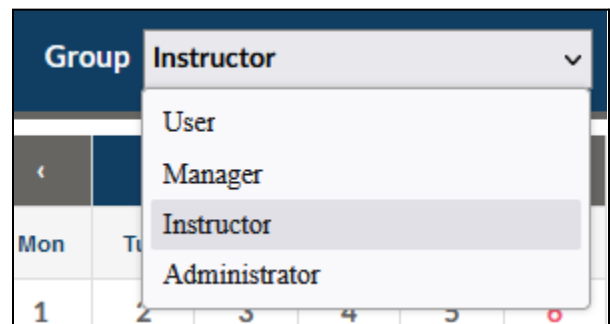
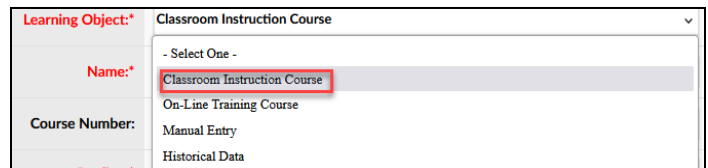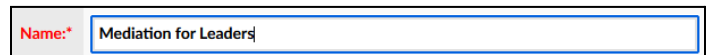- Scroll down to Learning Object List, and click on the **New** button

- Enter all of the appropriate fields (*=required fields)

Tips for completing Course Listing:

Learning Object*: Select **Classroom Instruction**

Name*: Course title. This is the name that will be displayed in the course list.

Course Number: Optional.
A unique, auto-generated number will be created when the course is saved. This auto-generated number can be used to identify the course.

Grading*: Select "**Not a graded course**" option from

the dropdown.

Passing Score: **Leave blank**

Professional Development Credits: **Leave blank**

Hours: This refers to the number of credit hours assigned to the course. Visible within the user transcript upon completion and the course roster (e.g., can be entered as .50, .25, 1.0, 1.5, etc.). Credit hours can be viewed as "seat time."

Others: **Leave blank**

Evaluation: **Leave blank**
Reminder: **Leave blank**
Paper Certificate: **Leave blank**

Pre-Enrollment Text: Optional.
Enter verbiage if you require users' acknowledgement before they can enroll for the course.

Training Vendor: **Leave blank**
Vendor Code: Optional.
Duration: **Leave blank**

Only for Certification: **DO NOT CHECK THIS BOX.**

Description: Provide clear and concise (1000 characters or less) info about this course to help the viewer make the right enrollment decision.

Catalog Tree*: DO NOT PLACE IN RECLASSIFICATION CREDIT. Select the appropriate catalog depending on the course type. The course can be listed in multiple catalog nodes of the catalog tree.

List Price: Optional.
Enter a price ($ value) for the course. The course provider is responsible for the collection and tracking of any course fees stated here.

Version: Optional.
Version number to identify the course.

Web Conference: **DO NOT CHECK THIS BOX.**
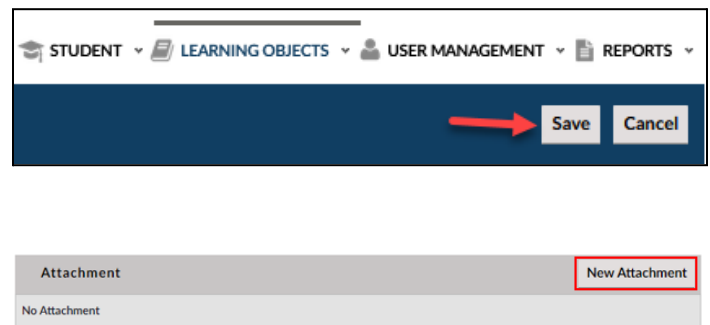Allow ROMS: **DO NOT CHECK THIS BOX.**
Dependents: **Leave blank**

Topics: Optional.
Courses can be categorized by topics and used for reporting and searching purposes.

Outline: Optional.
Additional course information can be detailed using the built-in WYSIWYG editor.

- After all the necessary information has been entered, click the **Save** button at the top of the screen to proceed to the next step.

Attachment: Optional.
If you'd like to upload an attachment for the course, click on the New Attachment button.

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How to Create a Credit Hours Course Instance

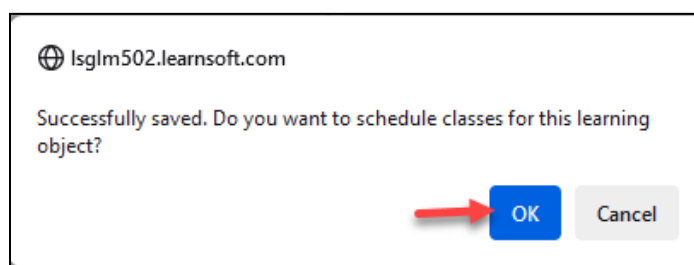A course instance allows for the creation of multiple sessions (dates and times) or rosters for on course.

After a course listing is created, an instance or offering is required.

A detailed article on how to create a course instance can be found HERE.

Creating a Course Instance

Add an instance in one of two ways: • After saving a course successfully, a pop–up window will appear prompting you to create a new course instance. Click on "**OK**."	
• From the **Instructor view, under the Learning Object List,** find the course and click on "**View**" under the **Class Count** column. This will take you to the **Instance List** for the course. Click on the **New** button.	
• Enter all of the appropriate fields (*=required fields) <u>Tips for completing Course Instance:</u> **Learning Object Instance Dates Header:** Enter the date(s) and time(s) for the session. **Available Dates:** Click on the Add Dates button to add the date and time info. **Learning Object Instance Name:** Session title. Helps to differentiate between Learning Object Instances (e.g. Spring, Fall, School Year, Island, etc.).	

Room*: Select the appropriate option from the dropdown.

Max Students*: A maximum number of participants can be specified for this session. Participants enrolling after the maximum has been reached will be placed on a waitlist if that option has been selected below. If waitlists are not included, the session will be shown as FULL.

Min Students: Optional.
The minimum number of participants required for this session to run.

Sign In/Out: Leave blank

Registration Cut Off / Registration Cut Off Hours:
Optional.
These are used in conjunction to select the number of **hours** prior to the session's start date that the participant is no longer allowed. For example, if registration should close a week before the start date, the box should be checked and 168 hours would be entered.

Cancellation Cut Off / Cancellation Cut Off Hours:
Optional.
These are used in conjunction to select the number of **hours** prior to the session's start date where participant enrollment cancellation is no longer allowed. For example, if participants should not be able to cancel their enrollment one day before the session's start date, the box should be checked and 24 hours would be entered.

Test Take Type: The default option (Start Time) is fine.

Instructors*: Clicking on the **Add** button will populate a list of all users belonging to the "**Instructors**" group.

Search for and place a check next to the instructor(s) and click on the **Add User** button.

Note: Make sure you list yourself as an instructor to help you readily find your course.

Learning Object Instance Details

Learning Object Instance Name: Oahu Spring Session

Registration Cut Off: ☑   Registration Cut Off Hours: 168

Cancellation Cut Off: ☑   Cancellation Cut Off Hours: 24

Instructors:*   [Add] [Remove]

Presenters: Optional.
Clicking on the Add button will populate a list of all users. Search for and place a check next to the presenter(s) and click on the **Add** User button.

Guest Speakers: Optional.
Use this to enter people who are not listed in the system.

Status*: Select from the dropdown list. Choices are:
- Pending – If you still wish to work on the session details and not schedule it for launch, the Pending Status will not release the Learning Object to the Catalog. *However, you can schedule it to release automatically by setting a "Launch Date"*
- Scheduled – Ready to be launched. Scheduled will automatically release to the catalog *(Even if you set a later release Date.)*
- Completed – After the session has completed, and roster has been graded
- Canceled By User – To cancel a session

Launch Date: Optional.
If no launch date is specified, the available date is the date the session is created.

Enrollment Period (Days): **Leave blank**
Subject Code: **Leave blank**
Expiration Date: **Leave blank**

Notes: Enter additional info/instructions relevant to this session (e.g. physical location address details, web conferencing info, etc.).
NOTE: Each time this field is updated after creation, participants and instructors will receive email updates.

Private Notes: Optional.
Notes added here are only viewable to Instructors/Managers.

External Webinar URL: Optional.
If you'll be using a web conferencing or online

collaboration application (ex., Google Meets, Webex, Zoom, etc.) for the session, you can add the information here.

Advertisement Only: **DO NOT CHECK THIS BOX.**
Featured: **DO NOT CHECK THIS BOX.**
Prevent Transcript Launch: **DO NOT CHECK THIS BOX.**
Allow Reprint Certificate: **DO NOT CHECK THIS BOX.**
   Cost: **Leave blank**
Allow Extension: **DO NOT CHECK THIS BOX.**
   Cost: **Leave blank**
Allow Move (No Shows): **DO NOT CHECK THIS BOX.**

No Show Charge: Optional.
Enter a charge fee that will be levied to the user for a 'no-show.' The course provider is responsible for the collection and tracking of any course fees stated here.

Cancellation Charge: Optional.
Enter a charge fee that will be levied to the user for the cancellation of enrollment. The course provider is responsible for the collection and tracking of any course fees stated here.

Promo Price: **Leave blank**
Assignment Instance: **DO NOT CHECK THIS BOX.**
Force Payment: **DO NOT CHECK THIS BOX.**
Prerequisite During Launch: **DO NOT CHECK THIS BOX.**
Bypass Session Cap: **DO NOT CHECK THIS BOX.**
Bypass Validation: **DO NOT CHECK THIS BOX.**
ByPass Notification: **DO NOT CHECK THIS BOX.**
Prevent Retake: **DO NOT CHECK THIS BOX.**
ByPass DateTime Conflicts: DO NOT CHECK THIS BOX
(Check this box if a participant is registered for another course at the same time)**.**

Enable MultiSession: Optional.
If this box is checked, users will be able to register for multiple instances. For example, if there are 3 instances, checking this box for all 3 instances will allow users to register for 1, 2, or all 3 instances.

ByPass Prerequisite And Expression: **DO NOT CHECK THIS BOX.**
Force Evaluation: **DO NOT CHECK THIS BOX.**
   Evaluation Start Days: **Leave blank**
   Evaluation End Days: **Leave blank**
   Force Roms: **DO NOT CHECK THIS BOX.**
Evaluation from Transcript: **DO NOT CHECK THIS BOX.**

Include Waitlist: Optional.
If this box is checked, the system will add enrollees past the maximum allowed for this session to a waitlist.

Moving enrollees from the waitlist to the session, if spaces become available, is by default a manual process.

Auto Transfer: Optional.
If this box is checked, the next in line wait-listed person will automatically be transferred into the session if a space becomes available.

Cap: Optional.
This determines the maximum number of participants that can be added to the waitlist.

Email To: **No selection needed.**
   Other Emails: **Leave blank**

Authorize by Instructor Only: **DO NOT CHECK THIS BOX.**

ByPass Authorization: Place a check in the box.

Manual Availability: **DO NOT CHECK THIS BOX.**

Availability*: Specify the location(s) where the course is available for registration. If you wish for this course to be available to everyone in the DOE, place a check in the box next to "Hawaii." If not, you can drill down to a specific complex area, complex, school or office.

- No other inputs are necessary.
- After all of the necessary information has been entered, click on the **Save and Exit** button at the top of the screen.

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Adding Multiple Instances (Sections)

If you want to create multiple Instances at once, instead of clicking on "new" for each Instance.

1. Under the Section "Multiple Learning Object Instances" Select Create Manual Multiple	
2. Clicking on the blank space will bring up the Calendar. Select the date for the first Instance	

3. Select "Add"	**Create Manual Multiple:** ● **Date:** 8/7/2025 [Add] [Remove] **Multiple Dates:**
4. Repeat step 2 to add another Instance	**Create Manual Multiple:** ● **Date:** 8/28/2025 [Add] [Remove] August ∨ 2025 ∨ S M T W T F S 27 28 29 30 31 1 2 3 4 5 6 7 8 9 **Multiple Dates:** 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 Today Close
5. Click "Save and Exit"	Save **Save And Exit** Cancel
6. Multiple Instances are added to the Learning Object.	⚙ ID Start Datetime End Datetime Facility Name Instructor 83024 9/4/2025 7:00:00 AM 9/4/2025 9:00:00 AM DOE Facility Kevin Okazaki 83023 8/28/2025 7:00:00 AM 8/28/2025 9:00:00 AM DOE Facility Kevin Okazaki 83021 8/14/2025 7:00:00 AM 8/14/2025 9:00:00 AM DOE Facility Kevin Okazaki 83022 8/7/2025 7:00:00 AM 8/7/2025 9:00:00 AM DOE Facility Kevin Okazaki
7. If you want to edit the Instance name, select the instance and click on edit. Change the LO Instance name in the details. Then click save and exit.	**Learning Object Instance Details** **Learning Object Instance Name:** [|]